



FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No.
Date prepared 2023-05-30	

GENERAL DESCRIPTION

Title Service Canada Victoria Return Envelopes #9

Form No. EMP-2139	Dated	Stock Number	U I	Quantity			
<input type="checkbox"/> Flat	<input type="checkbox"/> Set	<input type="checkbox"/> Continuous	<input type="checkbox"/> Tab card	<input type="checkbox"/> Tag	<input type="checkbox"/> Label	<input type="checkbox"/> Sales book	Other Envelope

MATERIAL - (Paper, card stock, carbon etc.)

Dimensions	Trim size	Wide X 8 7/8"	High 3 7/8"	Stub size	Tear out	Wide X	High
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PAPER (State grade, type, colour, basis weight and reference to applicable CGSB standard.)

24lb Natural Kraft
Prints : Face, Back and Flap
Inside sides seams
Full glue Commercial Flap

SERVICE CANADA

SERVICE CANADA

Address:
GOVERNMENT OF CANADA
P.O. Box 1177 Federal Building
Victoria, BC
V8W 2V2

GOUVERNEMENT DU CANADA
Case postale 1177, edifice fédéral
Victoria, Colombie-Britannique
V8W 2V2

See Page 2 for Front & Back Print Sample

Carbons	Recessed	Protruding	
<input type="checkbox"/> Black <input type="checkbox"/> Blue Other	Inches	Inches	
Narrow	Uncarbonized	Write test requested?	No. of sets
<input type="checkbox"/> Right <input type="checkbox"/> Left Inches	<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Top <input type="checkbox"/> Bottom	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PRINTING - (As specified in the attached copy)

<input type="checkbox"/> One side	<input checked="" type="checkbox"/> Head to head	<input type="checkbox"/> Tumble	<input type="checkbox"/> Head to side	Ink colour Black	Proofs requested (No. & type) PDF
Serial numbers From	To	Ink colour Black	<input type="checkbox"/> Crash <input type="checkbox"/> Individual parts		
Size of margins	Front: Top Left	Back: Top Left			

CONSTRUCTION

Perforate													
Collate/Gather													
Punching	Top	Bottom	Right	Left	No. of holes	Diameter	C-C	<input type="checkbox"/> Round	Other				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Binding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wire	Sew	Side	Score	Saddle	Fold	Crimpplock	Pad in	Band in
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stub	<input type="checkbox"/> Rigid	<input type="checkbox"/> Flexible	<input type="checkbox"/> Controlled glue line	<input type="checkbox"/> Fugitive glue	Position								

PACKAGING - EMBALLAGE

<input type="checkbox"/> Wrap	<input checked="" type="checkbox"/> Box	<input type="checkbox"/> Bag	Pads	Sets	Sheets	Packages 500
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FORM WILL BE COMPLETED BY

<input type="checkbox"/> Hand	<input type="checkbox"/> Typewriter	<input type="checkbox"/>
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ENTER ADDITIONAL INFORMATION ON PAGE 2	Prepared by Ian Williamson	Approved by
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ADDITIONAL INFORMATION

8 7/8"

3 7/8"

FROM: _____
DE: _____

STAMP

TIMBRE

Service Canada

GOVERNMENT OF CANADA
P.O. BOX 1177, FEDERAL BUILDING
VICTORIA, B.C.
V8W 2V2

Service Canada

GOUVERNEMENT DU CANADA
CASE POSTALE 1177, ÉDIFICE FÉDÉRAL
VICTORIA, COLOMBIE-BRITANNIQUE
V8W 2V2

Canada



Envelope size **#9 3 7/8" x 8 7/8"**

OS ☒ OE ☐ DSS ☒ OSS ☐ CS ☐ XB ☐ HE ☐

Paper **24# Natural Kraft FSC Mix**

Window size **N/A**

Window position **N/A**

Colour(s) ☒ ☐ ☐ ☐ ☐

PMS# **Black**